



# Honors and Recognition Nomination Form

## Office of the Governor of Indiana

### Mitchell E. Daniels, Jr.

Honors and recognition are provided by the Office of the Governor to recognize individuals for their contributions to the State of Indiana. The goal of an award is to celebrate the achievements and recognize individuals for their accomplishments. All nominations will be reviewed on a case-by-case basis.

**To process any nomination for recognition, the Governor's Office request for 6 to 8 weeks notice.**

- Nominations must include the following:
  - Completed Honors and Recognition Nomination form (nomination will not be processed if form is incomplete).
  - Resume or extensive biography outlining accomplishments, listing organizations, club and service activities.
  - The date of the award presentation and who will be presenting the certificate and how it will be presented.
- Nominations can be mailed, faxed, e-mailed, or hand delivered; phone request will not be honored.
- Only one official certificate will be issued. No copies will be prepared.

The Governor's office reserves the right to decline any nomination for an award or to make exceptions to the guidelines. Issuance of an award does not constitute an endorsement by the Governor.

Nominee			
Full Name (as it will appear on the certificate)			
Address			
City	State	Zip	Phone (     )
Email address		Presentation Date	
Date to be printed on Certificate	House District	Senate District	
Nominator			
Name			
Address			
City	State	Zip	Phone (     )
Email address		Relationship to nominee	
If approved will you pick up the certificate or does it need to be mailed. (circle one)		Mail	Pick-up
		Date Certificate Needed (allow 6-8 weeks for processing)	
To Be Completed By A Member of the Indiana General Assembly			
Legislator Name		<input type="checkbox"/> Strongly recommend	<input type="checkbox"/> Indifferent
		<input type="checkbox"/> Recommend	<input type="checkbox"/> Advise against
Signature			Date
Name of Legislative Assistant			LA Phone Number

Return Completed form to:  
 Office of Scheduling and Advance  
 State House Room 206  
 Indianapolis, IN 46204  
 (317) 232-4567

Office Use Only					
SM	<input type="checkbox"/>	ES	<input type="checkbox"/>	HH	<input type="checkbox"/>
SE	<input type="checkbox"/>	GC	<input type="checkbox"/>	AH	<input type="checkbox"/>
DH	<input type="checkbox"/>	LC	<input type="checkbox"/>	AA	<input type="checkbox"/>